

**THE JOHNS HOPKINS UNIVERSITY SCHOOL OF NURSING
STUDENT FINANCIAL SERVICES OFFICE
FEDERAL WORK-STUDY PROGRAM**

PROGRAM PURPOSE AND GUIDELINES

The purpose of the Federal Work-Study Program (FWS) is to stimulate and promote the part-time employment of eligible students who are in need of earnings to meet the costs of postsecondary education and to encourage participation in community service activities. Under this program, student employment is funded through a combination of federal funds and matching funds provided by an eligible employer.

Federal Work-Study positions provide useful important work opportunities and, to the maximum extent practicable, complement each recipient's educational program. FWS employment may not displace employees, impair existing service contracts, or be offered in any program designed specifically for profit.

Community service opportunities are also available through the FWS program. These services are designed to improve the quality of life for community residents and to solve particular problems in specific areas such as health care, childcare, literacy training, social services, housing, recreation, and public safety. Services must be open to the public to qualify as community service.

STUDENT ELIGIBILITY

Any student interested in receiving consideration for Federal Work-Study must complete a Financial Aid Application. Application materials are available on-line at: <http://nursing.jhu.edu/admissions/financialaid/apply.html>.

In order to qualify for Federal Work-Study, the student must be:

- enrolled in good standing as a degree candidate on at least a half-time basis;
- a United States citizen or an eligible non-citizen;
- able to demonstrate financial need as determined using the Federal Need Analysis Methodology.

A student's participation in the Federal Work-Study Program is contingent upon:

- authorization of employment eligibility by the Student Financial Services Office (SFSO);
- the student's acceptance of a FWS award;
- maintaining program eligibility and satisfactory academic progress.

A student's earnings during the academic year are limited by:

- the amount of the individual's demonstrated financial need;
- the amount of FWS funds available;
- the annual maximum award.

PROCURING FEDERAL WORK-STUDY EMPLOYMENT

The Student Financial Services Office will assist all eligible students to obtain appropriate FWS employment. Listings of employment opportunities are posted on the School of Nursing Intranet. Information on community service opportunities is available through the School's Community Outreach Program. Information on all employment opportunities will be available after registration. However, the ultimate responsibility for securing FWS employment remains with the student.

Students may obtain off-campus employment in a non-profit, federal, state or local public agency. Off-campus employment must be of broad benefit to the population at large in order to be considered in the "public interest". No work may be performed for profit making organizations or involve any political or religious activity.

Federal Work-Study funding is offered on a "first come, first served" basis. The amount of the actual award is based on the employment obtained, the student's financial need, and the availability of FWS funds. Students may work up to 20 hours per week. During academic breaks, students may be permitted to work up to 40 hours per week. Students should secure FWS employment as early as possible to ensure that FWS funds will be available.

Prior to the start of employment, the prospective employer must provide the SFSO with a Federal Work-Study Employment Request Form. This form must list the job duties to be performed, the period of employment, and the suggested salary.

Once a Federal Work-Study position has been accepted by the SFSO and an eligible student has been identified, it is the joint responsibility of the employer and the student to notify the SFSO by completing the Employment Authorization Form. **Employment funded under the Federal Work-Study Program may not commence prior to the student completing all necessary Payroll forms and receiving the Notice of Employment.**

The Notice of Employment outlines:

- the FWS position and award amount;
- the authorized employment period;
- all other conditions of FWS employment.

EMPLOYER RESPONSIBILITIES

It is the employer's responsibility to:

1. arrange a work schedule with the student;
2. provide 25% of the student's earnings for the stated period;
3. provide the student with duties as described in the FWS Employment Request Form for the agreed work schedule and salary;
4. ensure that the student fulfills all conditions of employment (i.e., work performance, attendance, etc.);
5. assist the student in maintaining timesheets weekly, with authorized signatures, for hours worked each week (**Note: Program requirements stipulate that students must be paid at least once per month. Students will be paid for the current and 3 most recent weeks only.**);
6. inform the SFSO in writing if the student is unable to maintain the work schedule for an extended period;
7. give notice, in writing, to the student and the SFSO if job termination is likely.

STUDENT RESPONSIBILITIES

Upon acceptance of a FWS position, it is the student's responsibility to:

1. arrange a work schedule with the employer;
2. adhere to rules established for employees in his/her particular area;
3. submit timesheets **weekly**, with authorized signatures, for hours worked each week to the SFSO by 5:00 each Thursday (**Note: Program requirements stipulate that students must be paid at least once per month. Students will be paid for the current and 3 most recent weeks only.**);
4. notify the job supervisor and the SFSO if, for any reason, he/she is unable to maintain the work schedule for an extended period;
5. give notice, in writing, to the job supervisor and the SFSO if job termination is likely;
6. notify the SFSO of any change in academic or financial status.